

CIVIL SERVICE BOARD
AGENDA
Zoom Meeting
Wednesday, December 9, 2020
1 pm

1. Attendance
2. Minutes: Approval of December 3, 2020
3. General Public: Comments and Questions
4. New Business:
 - Approval of Eligibility List for Fleet Mechanic (Motor Equipment Repairer).
 - Approval of Eligibility List for Custodian.
 - Approval of provisional appointment for the Health Assistant position.
 - Request to advertise, test and recruit for Health Assistant.
 - Election of Chairman for 2021.
 - Setting of meeting dates for 2021.
5. Any other business that might come before this Board.

Civil Service Board Regular Meeting

Dec 9, 2020 1:00 PM

Join the meeting online:

<https://zoom.us/j/97304826398?pwd=ZGtQeldHVGdid2ZqQ3FwUm1SUWIrUT09>

Webinar ID: 973 0482 6398

Password: 057094

Join by telephone: (312) 626-6799 or (877) 853-5257 (Toll Free) / Webinar ID: 973 0482 6398

CIVIL SERVICE BOARD
MINUTES from ZOOM SPECIAL MEETING
December 3, 2020

Present: Ann Langley, Chair
Alissa Hall
Michelle Wigzell
Barbara Skibiski

Also present: Mary Ann Meier, HR Manager, Tom McCarthy, Director of HR and Lynn Steinbrick, Director of Nursing.

Meeting was called to order at 1:00 pm by Ann Langley. Barbara Skibiski joined the zoom meeting at 1:08 and her computer was on mute.

MOTION by Alissa Hall, seconded by Michelle Wigzell to accept minutes of July 15, 2020.

VOTE: 3-0, Barbara Skibiski – not voting. Barbara’s computer was on mute and she could not vote. Motion passed

MOTION by Michelle Wigzell, seconded by Alissa Hall to accept minutes of November 2, 2020.

VOTE: 3-0, Barbara Skibiski – not voting. Motion passed

MOTION by Alissa Hall, seconded by Barbara Skibiski (Barbara’s computer is no longer on mute) to propose that the Health Assistant position be classified as a civil service position based on the Civil Service Rules, Rule 1., Section A. VOTE: 4-0. Motion passed

MOTION to adjourn at 1:31 pm by Barbara Skibiski, seconded by Alissa Hall. VOTE: motion carried unanimously (4-0)

Respectfully submitted,

Mary Ann Meier

Mary Ann Meier, Clerk

Town of Trumbull

Health Assistant

Department of Nursing

Promote a confidential and professional atmosphere within the Department of Nursing and within the School Health Offices while performing clerical and reception functions to ensure smooth operation of the Department and to support the provision of health services in schools.

General Statement of Duties:

- Complex clerical work including but not limited to: composing routine letters, email, typing department reports, confidential letters & meeting minutes, generate purchase orders/check requisitions & track department expenditures, data entry into student information system, maintain office equipment and supplies, digital and manual filing of confidential charts & documents
- Provides direct administrative support to the Director of Nursing, School Nurse Coordinator, Geriatric Wellness Nurse and School Nurses
- Orders & organizes medical supplies, maintaining stock in the department and tracking distribution to school health offices
- Ensures adequate supply of PPE and maintain records of allocation and fit testing, understands differences in types and levels of PPE required
- Enters and retrieves data from MUNIS; maintains budget
- Tracks clinical data for communicable illness using Veoci and Infinite Campus
- Tracks student census data required for ED-017.
- Answers and triages all incoming calls for the Department of Nursing, takes messages and relays information to Director, School Nurse Coordinator & Senior Wellness Nurse
- Schedules appointments for Director and maintains the Director's calendar
- Calculates and submits monthly mileage for the Director
- Maintains nursing department employee files, reviews applications of new nursing candidates, schedules interviews and participates in interview of nursing candidates
- Attends and assists in preparation for monthly staff meetings
- Coordinates training events for Nursing Department and participates in Professional Development when applicable
- Assists Director of Nursing with performance evaluations of Nursing Staff
- Assists in tracking staff attendance, licensure and credentials
- Follows all policies and procedures per Trumbull Nursing Department, Trumbull Board of Education and Trumbull Health Department
- Ability to manage projects from conception to completion
- Knowledge of and strict adherence to confidentiality standards associated with FERPA/HIPAA
- Knowledge of OSHA, DPH, SDE and current CDC guidelines as it pertains to School Nursing/Public Health
- Receives and reviews SDE HAR-3 and ED-19 pursuant to CGS Secs 10-204a and 10-206 and scans, files or directs accordingly
- Operates various health equipment: audiometer, Spot Vision Screener, automatic BP cuff, pulse oximeter, thermometer and AED
- Travels to schools and Town buildings as needed
- Interacts with Town of Trumbull and Fairfield County community resources
- Other duties as assigned by the Director

Supervision Received: The Health Assistant reports directly to the Director of Nursing, School Nurse Coordinator, and/or the Registered Nurse at the building where assigned.

Supervision Exercised: None

Minimum Qualifications:

- Knowledge of office procedures and principles of office management and/or record keeping
- Knowledge of or ability to learn; Veoci, Infinite Campus, IHP Creator, Zoom, GoogleMeet and GoogleDocs, MUNIS, Novatime
- Certified in BLS/CPR and First Aid
- Understanding of Immunization Requirements, record maintenance and record transfer, SDE HAR-3 and ED-191, IEPs and IHCPs
- Operate office equipment including calculator, fax, copier, printer, scanner, USB storage device and CD/DVD writer
- Knowledge of Professional Telephone Etiquette in a fast paced, high call volume, intense setting; Ability to respond courteously to staff, parents and the public
- Working knowledge of basic medical equipment
- Knowledge of anatomy, physiology, medical terminology and abbreviations
- Ability to follow oral and written instructions/clear & concise written & oral expression
- Mature personality with high level of integrity and compassion
- Must have valid CT driver's license

Experience and Training:

- Graduation from high school is required; additional 2 years of college level course work preferred
- Three to five (3-5) years of combined clerical and clinical experience in a medical office setting
- Basic computer skills with an emphasis on Excel, Outlook and Microsoft Word & Office
- Experience working with children, adolescents and adults

11/2020